

## Professional and Scientific Staff Council

### Divisions

AA – Academic Affairs  
 AT – At Large  
 FO – Finance & Operations  
 PD – President’s Division  
 SA – Student Affairs  
 UA – University Advancement

Meeting No. 481  
 Date of Meeting: August 10, 2017  
 Place of Meeting: Maucker Presidential Room  
 Meeting Convened: 1:30 PM  
 Meeting Adjourned: 2:29 PM

<u>Members of the Council in Attendance</u>			
A	Dan Beenken, BCS - 34322 - AA	X	Shelley Pruess, Maucker Union - 33743 - SA
X	Brooke Croshier-Sidebotham, UNI-Dome - 36636 - PD	X	Adam Puls, ITS - 36814 - AA
X	Christina Geweke, OBO - 37505 - FO	X	Rick Seeley, ITS - 37218 - AT
X	Rob Green, Library - 36273 - AT	X	Justin Szabo, Individual Studies - 32504 - AA
X	Cody Heglund, Advancement - 37118 - UA	X	James Tanzosch, Procurement Services - 35811 - AA
X	Farah Kashef, ITS - 37766 - AA	X	Michelle Van Dorn, Athletic Sports Info - 35455 - AT
X	J.C. Last, ITS - 33024 - AT	X	Paula Van Zee, Study Abroad - 37078 - AA
X	Kristy Leen, Recreation Services - 37167 - SA		

<u>Ex-Officio Member</u>			
Michelle Byers			
<u>Others</u>		<u>Proxy</u>	
Jenny Becker	Russel Karim		
Greg Bruess	Malissa Martin		
Therese Callaghan	Stephanie Rojas		
Matt Gordon	Jose Luis San Miguel		
Michael Hager	Karla Whitney		

- I. Welcome  
 President Christina Geweke called the meeting to order at 1:30. Introductions were done.
- II. Approval of Minutes  
 Last month’s meeting minutes were reviewed. Justin moved to approve the minutes as shown, seconded by Cody.
- III. Guest Speaker  
 Brenda Bass, Dean of the College of Social & Behavioral Sciences, spoke about some of the different departments within CSBS. These diverse departments and academic programs have a common goal of studying people and improving society.
- IV. EMT Report – Michael Hager  
 The team has been working on President Nook’s 5 year projection for tuition rates, in hopes to get appropriate funding from the state legislature. Tuition can remain at the same level if the legislature increases funding at the same level as inflation. We expect good results from the legislature over the next 1-2 years.

V. HRS Report – Michelle Byers

Summer hours will be ending this week, with regular office hours resuming August 14<sup>th</sup>. Toni Babcock has been conducting supervisor training, with over 70 managers already attending the HR Basics course. There is also training available on FMLA and FLSA/Payroll. Preliminary meetings are starting with our insurance vendors, to prepare for open enrollment in the fall.

VI. Committee Reports

- a. Employee Issues Committee – Shelley: no items to report.
- b. Web Committee – Rob: The committee is working on their roles and responsibilities, to also include communication through email, social media and newsletters. They are also brainstorming collaborative technologies for new interactions between council members. The council member directory will be updated with the new members.
- c. Employee Relations Committee – Brooke: The committee is working on the Meet the President event. There will be three recipients of the Staff Excellence Award.
- d. Salary & Fringe Benefit Committee – Cody: no items to report.
- e. Policy & Procedures Committee – James: The committee met on August 8<sup>th</sup>, and will meet again on September 12<sup>th</sup> to develop a flow chart depicting how policies and procedures are approved.

VII. Old Business

- a. Small Group Brainstorming Recap – Christina: The Executive Committee reviewed the brainstorming results, and identified key areas to create targets and goals. Some items were: communication of events, highlighting departments on campus, professional development, new employee engagement in the council, branding and promotion, and ideas for guest speakers. These goals will be divided out between the different committees.

VIII. New Business

- a. President's Report – Christina: Christina and J.C. met with Iowa and ISU leadership and got some information about professional development, monthly seminars, recognition and awards, lunch with leadership, and meeting structure. They also discussed the current foster child leave policy and collaborating on that topic. There was a lot of information in President Nook's recent PantherCast – a link is at [uni-foundation.org/panthercast](http://uni-foundation.org/panthercast). There are a couple volunteer opportunities through DOR coming up: handing out ice cream to students moving in – contact Sara Eberle if you would like to help, and also help with move-in crew – sign up at [firstyear.uni.edu/volunteer](http://firstyear.uni.edu/volunteer). An email will be sent on behalf of Julie Gassman regarding the UNI Civic Action Plan, related to the community engagement plan.

IX. Adjournment

Christina asked for a motion to adjourn the meeting. Rob motioned to adjourn the meeting, seconded by J.C. The meeting was adjourned at 2:29 PM.

Respectfully Submitted,  
Jen Cole  
Human Resource Services